



Job Ref. No: JHIL138

Position: Human Resource Intern

Jubilee Insurance was established in August 1937 as the first locally incorporated insurance company based in Mombasa. Over the years, Jubilee Insurance has expanded its reach throughout the region, becoming the largest composite insurer in East Africa, offering Life, Pensions, General, and Medical Insurance. With a client base of over 1.9 million, Jubilee stands as the number one insurer in East Africa. We operate a network of offices in Kenya, Uganda, Tanzania, and Burundi, and we are the only ISO-certified insurance group listed on the three East African stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange, and Uganda Securities Exchange. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for an Intern, Human Resources Department within Jubilee Health Insurance Limited. The position holder will report to the **Human Resource Business Partner** and will be based at our Head Office in Nairobi.

Role Purpose

The Human Resource Intern will provide support across all Human Resources functions, gaining exposure to the entire employee life cycle. This is an excellent opportunity to gain practical experience in a professional HR environment, contributing to key Jubilee Health Human Resource activities.

Key Responsibilities

1. Talent Acquisition and Recruitment

- I. Assist with drafting and posting job advertisements on various platforms.
- II. Schedule interviews and coordinate with candidates and interview panels.
- III. Support onboarding activities, including preparing induction materials and documentation.

2. Employee Relations and Engagement

- I. Assist in organizing employee engagement events and initiatives.
- II. Support communication efforts for HR announcements.
- III. Maintain accurate employee records.

3. Learning and Development

- I. Coordinate logistics for training sessions, including booking venues, preparing materials, and managing attendance.
- II. Assist in maintaining training records.

4. Compensation and Benefits

- I. Support the HR team in collating monthly payroll inputs.
- II. Assist with benefits administration, including employee enrolment and queries.

5. HR Operations and Administration

- I. Update and maintain employee records and HR databases to ensure accuracy and compliance.
- II. Prepare HR documentation, including employment contracts, offer letters, and policies.
- III. Assist with audits of employee files and HR systems.
- IV. Input and update employee data in the HRMIS system.
- V. Collaborate with the HR team to ensure data integrity and accuracy in the system.



Key Skills and Competencies

1. HRMIS proficiency
2. Basic understanding of labour laws and compliance
3. Communication, Interpersonal, Organisational skills
4. Attention to detail
5. Confidentiality
6. Project coordination
7. Innovative thinking

Academic Qualifications

Completed a degree in Human Resources.

Relevant Experience

Prior internship or work experience in Human Resources is an added advantage

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 11th December 2024

Only shortlisted candidates will be contacted.